

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

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July 15, 1985

ALL-COUNTY LETTER NO. 85-79

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

## REFERENCE:

This is to provide time study instructions for the July-September 1985 quarter. Included are instructions applicable to Appeals/Fair Hearings, Earnings Clearance and Asset Match System (ECS), WIN Demonstration Project and the Refugee Demonstration Project (RDP).

Earnings Clearance Reviews and Appeals/Fair Hearings

As a result of recommendations from the County Welfare Directors Association, Cost Control Committee, the following activities in the Aid to Families with Dependent Children Family Group/Unemployed (AFDC FG/U), Nonassistance Food Stamp and Medi-Cal programs will be identified separately: Earnings clearance reviews, appeals and fair hearings.

Eligibility and Nonservice Time Study - DFA 43AFDC FG/U - Line A

Effective with the August 1985 time study, earnings clearance reviews and appeals and fair hearings will no longer be included in Continuing.

AFDC FG/U Continuing - Functions include: Processing CA 7's, budget computations, terminations, authorizing actions, redeterminations, overpayment computations and adjustments (excluding any overpayment identified as a result of the Integrated Earnings Clearance System), fraud referrals, child support referrals and home visits.

AFDC FG/U Integrated Earnings Clearance System (IECS) - Time charged to this line shall be by eligibility workers and their first-line supervisors performing the following activities: Reviewing cases against various listings within IECS to identify discrepancies in reported earnings and duplicate aid participation, preparation of cases to transmit to the special investigative unit when discrepancies cannot be resolved, establish a claim if an IECS overpayment has been discovered, and making related collateral and client contact.

AFDC FG/U Appeals/Fair Hearings - Time charged to this line shall be by eligibility workers and their first-line supervisors performing the following activities subsequent to a filing for a fair hearing: Prehearing contact with the claimant, attempt to resolve difficulty, explanation of fair hearing rights and procedures, preparation of county position statement, fair hearing activities and posthearing contact with the Department of Social Services (DSS) when requesting a rehearing.

Nonassistance Food Stamps - Line B

Effective with the August 1985 time study, earnings clearance reviews and appeals and fair hearings will no longer be included in the Continuing line.

Nonassistance Food Stamp Continuing - Functions include: Budget recomputations, terminations, Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments (claim determinations), fraud or collection referrals, home visits, recertifications with no break in benefits, authorization for issuance, and budget computations on recertifications.

Nonassistance Food Stamps Integrated Earnings Clearance System (IECS) - Time charged to this line shall be by eligibility workers and their first-line supervisors performing the following activities: Reviewing cases against various listings within IECS to identify discrepancies in reported earnings and duplicate aid participation, preparation of cases to transmit to the special investigative unit when discrepancies cannot be resolved, establish a claim against a household if an IECS overissuance has been discovered, and making related collateral and client contact.

Nonassistance Food Stamp Appeals/Fair Hearings - Time charged to this line shall be by eligibility workers and their first-line supervisors performing the following activities subsequent to a filing for a fair hearing: Prehearing contact with the claimant, attempt to resolve difficulty, explanation of fair hearing rights and procedures, preparation of county position statements, fair hearing activities, and posthearing contact with DSS when requesting a rehearing.

Medi-Cal - Line C

Effective with the August 1985 time study, earnings clearance reviews and appeals and fair hearings will no longer be included in the Continuing line.

Medi-Cal Continuing - Functions include: Processing approved cases including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances and income reporting for either MNO or MI recipients. Include time spent issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal cards because of a failure of the SSA system and time spent replacing lost or stolen Medi-Cal cards and/or providing additional POE labels for SSI/SSP recipients.

Medi-Cal Appeals/Fair Hearings - Time charged to this line shall be by eligibility workers and their first-line supervisors on the following activities subsequent to a filing for a fair hearing: Prehearing contact with the claimant, attempt to resolve difficulty, explanation of fair hearing rights and procedures, preparation of county position statements, fair hearing activities, and posthearing contact with DSS when requesting a rehearing.

#### WIN Demonstration Program

California's application to participate in the WIN Demonstration (WIN Demo) Program was approved with an implementation date of January 1, 1985. Several counties were phased into the program on a pilot basis. The remaining counties are to begin operation of WIN Demo on July 1, 1985.

#### Eligibility and Nonservice Time Study - DFA 43

##### AFDC FG/U - Line A

All time spent by eligibility workers and their first-line supervisors performing the following activities should be charged to either AFDC-Intake (line A1) or AFDC-Continuing (line A2) depending on the status of the case.

1. Determination of exempt/non-exempt status.
2. Completion of the WIN Demo registration form (WD 5-95).
3. Explanation of registrant's rights and responsibilities.

##### WIN Demo - Line Q

All time spent by eligibility workers and their first-line supervisors performing the following activities for WIN Demo participants should be charged to Line Q on the Eligibility and Nonservice Time Study (DFA 43).

1. Determination of referral/deferral status.
2. Preparation of sanctions as a result of cause determinations.
3. Appeals related to WIN Demo.

#### Social Services Worker Time Study - DFA 46

##### WIN Demo - Line V

All time spent by social workers and their first-line supervisors performing activities for WIN Demo registrants should be reported on Line V of the Social Services Worker Time Study (DFA 46).

1. Determining referral/deferral status.
2. Arranging or providing for supportive services to enable registrant to participate in WIN Demo.

3. Providing orientation.
4. Referring to Employment Development Department (EDD).
5. Conducting Cause Determinations.

Refugee Demonstration Project (RDP)

California is implementing a statewide RDP, effective July 1, 1985, which will operate for three years. Please refer to All-County Letter 85-61 and pertinent regulations for the specific programmatic requirements and eligibility criteria to be utilized in implementing the RDP.

Eligibility and Nonservice Time Study - DFA 43

Effective with the August 1985 time study, all time spent by workers performing case conversions, eligibility determinations and grant maintenance functions for RDP-FG/U cases is to be recorded separately on a blank line entitled "RDP". This includes time spent performing Medi-Cal and Food Stamp functions for linked-cash grant RDP-FG/U cases.

For sanctioned RDP persons/cases, the Medi-Cal eligibility and case management functions are to be time studied to Refugee Resettlement Program-Medical Assistance.

Social Services Worker Time Study - DFA 46

The activities associated with cause determinations are considered a social services function. Social workers conducting cause determinations for RDP recipients must record their time to "RDP" on a blank line on the DFA 46.

Any county utilizing other than social services staff to perform "cause determination" activities should contact Fiscal Policy and Procedures Bureau for time study instructions.

County welfare departments which perform Central Intake Unit (CIU) responsibilities will receive time study and claiming instructions in the contract approval letter.

Any questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT T. SERTICH  
Deputy Director  
Administration

cc: CWDA